

Cover Sheet for Cumulative Local School System In-Service Training When Initial Classroom Training Records are Not Present

(A Possible Alternative if Records Contain Detailed Documentation of Initial Classroom Topic Related Training*) **8/10/10 Version - No Changes from 12/12/08 Version**

Utilize this cover sheet as required for school bus drivers without documentation of the initial 6 hours of classroom training, if they have met initial training requirements through on-going initial classroom training topic related* in-service training provided by the local school system (LSS) during their course of employment.

1. Classroom training shown below **MUST be in areas directly related to initial classroom training topics*** (no credit will be given if in areas such as orientation, how to complete paperwork, employee benefits, etc).

2. GaDOE Driver Safety Renewal Education meetings **MAY NOT count as credit.**

3. At a minimum, **LSS classroom training on Loading/Unloading should have been covered** with a total of at least **6 hours** of documented initial classroom related in-service training* completed **PRIOR TO 11/3/04.**

4. In the event that there is **not 6 hours of initial classroom related in-service training*** before 11/03/04, then the driver **should go through the full current 12 hours of classroom** training for new school bus drivers.

5. This alternative **MAY ONLY BE UTILIZED** for any cumulative in-service training **COMPLETED BEFORE 11/03/04.**

INSTRUCTIONS - Documentation of the initial classroom related in-service training* **must be attached behind each individual driver's cover sheet** to include a copy of the roster showing the driver's name, date of training, number of hours, topic/subject covered, etc. Related information **SHOULD BE HIGHLIGHTED and then transferred** to this cover sheet (below). If the initial classroom related in-service training* **documentation does not have the information needed** (driver name, date, hours, topic/subject) to complete this cover sheet, **then that training is NOT eligible for credit.**

DRIVER'S NAME - _____

<u>DATE</u>	<u>HOURS</u>	<u>TOPIC/SUBJECT*</u>
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TOTAL HOURS OF INITIAL TRAINING RELATED IN-SERVICE TRAINING _____

*Must include Loading/Unloading as well as any other topics/subjects contained in the current 31 Model Training Units (topics/subjects shown on the "Initial 12 Hour GaDOE Mandated Classroom Curriculum" sheet in portal). No exceptions will be considered/accepted.